

🔑 PHYSICAL KEY MANAGEMENT CONTROLS 🔑

Business Name				
Facility Address				
Prepared by				
Are The Following Key Management Controls In Place?		In Place	Not In Place	Target Date
1	A policy for the issuance and collection of all business facility keys.	<input type="checkbox"/>	<input type="checkbox"/>	
2	A method/program for tracking the issuance and collection of all keys.	<input type="checkbox"/>	<input type="checkbox"/>	
	(a) The above key tracking method/program is: <input type="checkbox"/> A manual method <input type="checkbox"/> A dedicated computer software application	<input type="checkbox"/>	<input type="checkbox"/>	
3	We have a designated <input type="checkbox"/> Key Control Authority and/or <input type="checkbox"/> Key Control Manager to <i>implement, execute, and enforce</i> key control policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	
4	Our designated Key Control Official also executes the following functions: (a) Develops and keeps current a list of personnel that have authorized access to the area(s) and components where CADMV proprietary information resides.	<input type="checkbox"/>	<input type="checkbox"/>	
	(b) Reviews and approves the access list and authorization credentials.	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) Promptly deletes access of personnel no longer requiring access to the area(s) and components where CADMV proprietary information resides.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Physical access devices; such as keys, locks, combinations, card readers, etc., to control entry points to the location(s) where CADMV proprietary information resides.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Keys (and key blanks, if applicable) are locked in a cabinet/container in a secured area.	<input type="checkbox"/>	<input type="checkbox"/>	
7	Inventory keys, combinations, and other access devices are secured regularly.	<input type="checkbox"/>	<input type="checkbox"/>	
8	Keys are issued to individuals who have a legitimate and official requirement for the key.	<input type="checkbox"/>	<input type="checkbox"/>	
9	Combinations and keys are changed periodically. <input type="checkbox"/> Annually <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	
10	Combinations and keys are changed when keys are lost, combinations are compromised, or individuals are transferred or terminated.	<input type="checkbox"/>	<input type="checkbox"/>	

Above recommendations are based on NIST Special Publication 800-52 (Appendix F-PE; pages F-50, F-51), and *Guide to Developing and Managing Key Control Policies and Procedures*, by ASSA ABLOY, as found at <http://www.medeco.com/techsvc/pdf/LT-922093RevA.pdf>